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1956

Effective  
Speaking  
1954 - 1955

SECRET

19 January 1955

MEMORANDUM FOR: Director of Training

SUBJECT: Refresher Training in Oral Presentation  
for OTR Instructors

25X1A Acting upon your verbal approval of the project to use [REDACTED] to offer an instructor improvement course, I have completed the following arrangements.

1. The objective of the course is to enhance the effectiveness of OTR employees in the organization and oral presentation of instruction.

2. The first running will consist of eight 2-hour sessions, to be conducted from 1000 to 1200 hours on successive Friday mornings, beginning 21 January. The class will meet in Room 2202, Wing B, Alcott Hall.

3. The proposed content of the course is as follows, subject to some modification if the needs of the class so indicate:

a. Three sessions devoted to lecturing techniques, with attention particularly to:

- (1) organization of material, and use of different types of material;
- (2) clarity of language;
- (3) techniques of getting and retaining audience interest;
- (4) platform manner;
- (5) developing awareness of audience response, and a sense of communication;
- (6) individual analysis of voice and speech characteristics.

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- b. Two sessions on techniques of conference and seminar leadership.
- c. Three sessions devoted to practice in presentation, emphasizing performance, critiques, and more practice.

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4. The cost of the course will be \$320.00. [REDACTED] existing contract has been amended to include this additional service. Funds are available, under Allotment No. 5-1556-10.

5. Membership in the first running will be limited to twelve people, selected by the School Chiefs. The list finally agreed upon is as follows:

25X1A

Operations School -

Basic School -

Intelligence School -

LET School -

25X1A

6. In addition to these twelve names, the following other nominations were originally submitted and were subsequently withdrawn:

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[REDACTED]

In each case, reason for withdrawal was lack of availability to attend all sessions, and the hope was expressed that all could be included in subsequent runnings. In view of the limited size of the class, I stopped soliciting nominations at this point and accepted the decisions of the School Chiefs as reflected in para. 5 above.

7. Anyone who is interested may visit the class as an auditor.

8. Since this course is entirely oral, and its value will depend largely upon the skill of the instructor in diagnosis and corrective action with respect to each individual participant, evaluations in this first running will be left to [REDACTED] I will discuss with [REDACTED] any action he may wish to take concerning the later development of course procedures.

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[REDACTED]

Chief, Basic School

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S-E-C-R-E-T

8 September 1955

MEMORANDUM FOR: School and Staff Chiefs, Office of Training  
SUBJECT: Course in Effective Speaking for OTR Personnel

25X1A

25X1A 1. On three occasions during the past year [REDACTED] has offered a short course in Effective Speaking for personnel of the Office of Training. The results have demonstrated that this training is a highly useful means of improving the capabilities of instructors, or occasional speakers, in the organization and oral presentation of training material.

25X1A 2. Arrangements have been made through the Basic School for [REDACTED] to conduct another course this autumn, again for members of this Office. It will consist of eight 2-hour sessions, to be conducted from 1000 to 1200 hours on successive Friday mornings, beginning 7 October. The class will meet in Room 213, R&S Building.

3. Emphasis in the course is on lecturing techniques, including the organization and use of different types of material, and some attention is given to techniques of leading group discussions. The course method stresses demonstration, practice and critiques, with individual analysis of voice and speech characteristics. Membership in the class will be limited to twelve persons, so that each individual may participate as fully as possible.

4. Please bring this course to the attention of your respective staffs, and notify to the Registrar, by 4 October 1955, the names of those persons whom you wish to enroll in it.

25X1A

[REDACTED]  
for MATTHEW BAIRD  
Director of Training

*17 Oct - 25 Nov*

S-E-C-R-E-T